

ADMINISTRATIVE - INTERNAL USE ONLY

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DD/A Registry
77-0200

10 JAN 1977

NOTE FOR : Deputy Director for Administration

SUBJECT : Personnel Development/Training

REFERENCE: Your memo (DDA 76-5395), dtd. 1 Nov 76, Same Subject

Jack:

Thank you for the referent memorandum on proposed use of the PDP to improve and monitor Agency training plans. Your paper is fully responsive to the action item involved. While I generally endorse your recommendations, there are a couple of additional aspects of the PDP that I would like you to consider and get back to me with your ideas before taking formal implementing action on the recommendations in your memo. Briefly, I would like to consider a two-level PDP. The first level would be concerned with senior positions in which the DCI and the DDCI would be personally involved in the selection of candidates based on recommendations of the DD's concerned (this might appropriately be tied in with the Key Operating Position concept also under consideration by the EAG). The second level would involve less senior, but nonetheless important, positions about which the DCI and the DDCI would want assurance from the DD's that high-potential candidates for such positions had been identified and that appropriate training and career development plans had been made and were being implemented. Also, I would like to give visibility in the EAG to the PDP. We might meet once or twice a year to review papers prepared by the Office of Personnel based on inputs from the components. These meetings would give us an opportunity to review how well we are doing and perhaps suggest changes in the PDP process which would improve its utility. Can I have your thoughts?



E. H. Knoche  
DDCI

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cc: Comptroller

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